How to **send secure emails in G Suite** using Egress Email and File Protection

Egress integrates with G Suite to provide in-browser email encryption and protection against misaddressed emails.

Stage one: Download and sign in to the Egress Chrome add-in

1. Egress Email and File Protection subscribers can download the free Egress Chrome Add-in here. After adding the extension to your Chrome browser, it will appear in the top right-hand corner of the browser window. See "Installing the Egress plug-in in Outlook and Gmail" for information on setting up the Chrome extension.

2. Select the extension icon to log in to your Egress Account.

Stage two: Sending a secure message

The Egress Chrome extension adds an email encryption option to the New Message window.

1. Sign into your G Suite account and go to your Gmail inbox, checking that you are signed into your Egress Account in the Chrome extension.

2. Press **Compose** to start writing a new email.

3. Add recipients and a subject line then compose the email as normal.

4. Press the Egress message security icon and encrypt the message and attachment by selecting **Encrypt**.

5. Press **Send** to send the email securely.
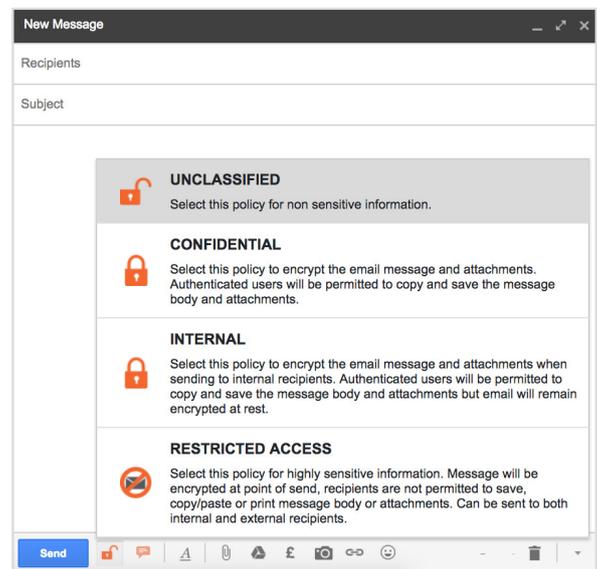
Stage three: Making sure messages are sent to the right people

Using the Egress Chrome extension, existing Egress Threat Protection users can access recipient recommendations and mis-send warnings directly from the new email window.

1. Add the recipients to a new email you are composing.

2. If you have Egress Threat Protection enabled and it detects potentially incorrect recipients, the toolbar will display a warning. If no potential errors are found, the toolbar will include recipients you may have forgotten to add. There are different kinds of advice provided, with different actions available:

a. To add suggested recipients to the message or remove incorrect recipients, select their email address from the toolbar.

b. To swap an incorrectly spelt recipient to the correct version, select their address from the toolbar to replace the mistake.

3. Press **Send** to send the message after making any required changes to the recipients. You may be asked to confirm sending the message if it is still addressed to any unexpected recipients.
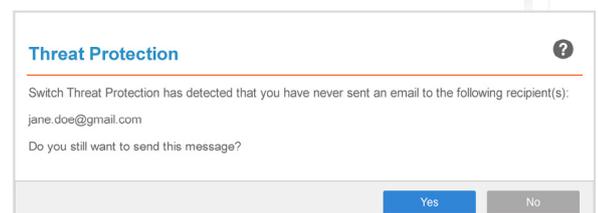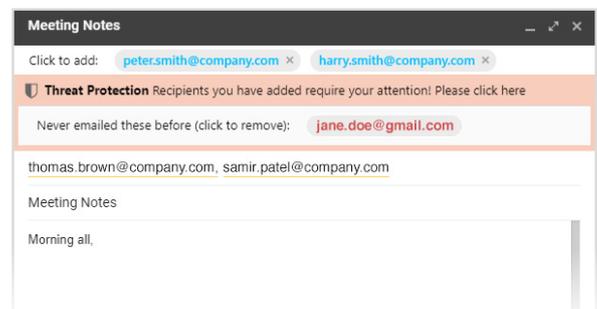
Stage four: Managing access to secure messages

After sending a secure message, you can manage access to that message and view audit logs concerning recipient behaviour.

1. Select the **Egress Chrome extension icon** in the browser toolbar.

2. Choose **Manage Egress Account**.

3. In the **Administration Panel** that opens, choose **Sent Packages**.

4. Select the secure message you wish to view options and reporting for.

5.
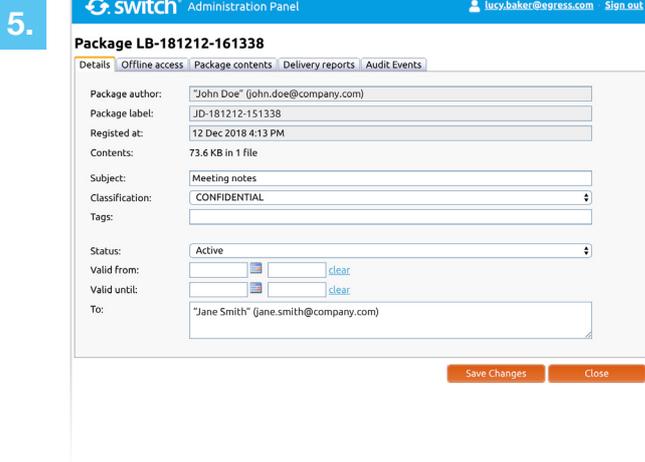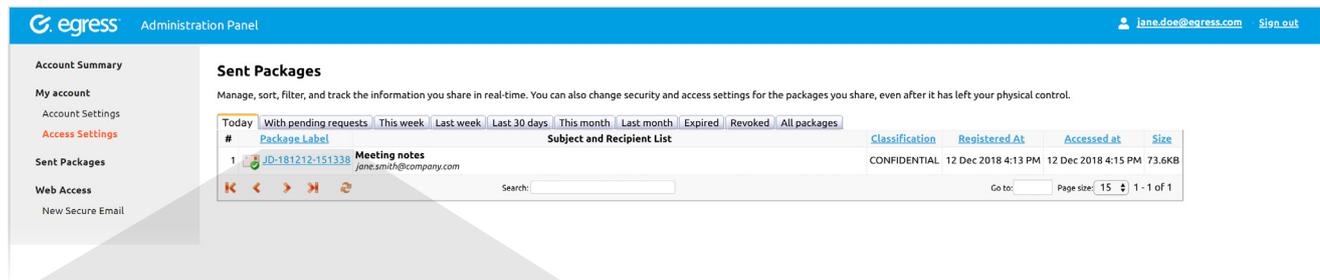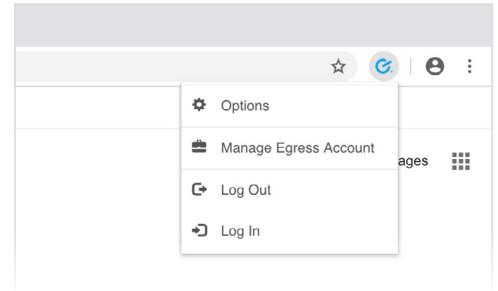
The package properties window opens, with tabs that contain different options:

- In the **Details** tab, use the **Status** drop-down menu to revoke access to the secure message, then press **Save Changes** to confirm the revocation. Recipients will no longer be able to access the contents of the secure message.

- Use the **Package Contents** tab to view details of any attachments.

- The **Delivery Reports** tab shows timestamped confirmations of secure message delivery.

- Select the **Audit Events** tab to view a comprehensive list of recipient actions, including when they opened the secure message and whether they attempted to forward the message to someone else.

Learn more about Egress Email and File Protection

Visit www.egress.com/online-tutorials for video tutorials on using Secure Email and File Protection, including how to:

- Access a secure message
- Manage your messages and control access to them in real time
- Send large files securely
- Approve or deny access requests to secure messages

Technical support

Should you encounter any problems using Secure Email and File Protection or have any technical questions, please get in touch with your Egress Technical Engineer or contact Egress Support at www.egress.com/support.

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